Members in Attendance:
Don DeHayes (Chair), Christina L. Valentino (Vice Chair), Sharon Bell, Thorr Bjorn, Faye Boudreaux-Bartels, Wendy Bucci, Lori Ciccomascalo, Rachel DiCioccio, Tom Dougan, Mark Higgins, Ken Kermes, Trish Morokoff, Bahram Nassershariif, Ellen Reynolds, Gerry Sonnenfeld, Devon Swanson, Ann Morrissey, Linda Barrett, Steven D’Hondt, Naomi Thompson, Kim Washor

Members Absent: Joseph Maynard

See the complete list of member information at the Strategic Budget and Planning Council website at: http://www.uri.edu/budget/sbpc.html

1) Announcements
   a) All SBPC members were invited to the Provost Holiday Party in the Alumni Center.
   b) This is Dean Higgins’ last meeting as a member of the SBPC. The Chair thanked him for his contributions to the committee and all else he has done on behalf of the University.

2) Approval of Meeting Minutes from October 27, 2014
   a) Minutes approved unanimously

3) FY2014 Fund 100 Fund Balance Update (Linda Barrett)
   a) The recommendation for a fund balance policy originated from the work of the SBPC. A process related to fund balance has since been approved by the President.
   b) The University performed benchmarking and used that and other information to designate a minimum contingency level of 3.5%. Some universities have contingencies of 8%.
   c) The President’s Team reviews fund balance annually and designates an amount for contingency and what, if any, should be tentatively designated for specific strategic and transformational projects. Designated strategic projects recommended by the President are forwarded to SBPC for their information, review, and commentary, which are shared with the President.
   d) As of June 30, 2014, the University’s contingency totaled ~$14M. Of this contingency, $4.8M was designated for the funding of Gateway to URI, Active Learning Classrooms, construction of the new LGBTQ building and charter flights for URI basketball teams.
   e) Chair: The active learning classrooms will be located in the Kingston Library and are expected to be open in the fall. A committee of URI faculty has done a tremendous job in planning the opening and utilization of this state-of-the-art classroom.
   f) Friday, February 13th, 2015 is the tentative date for the ribbon-cutting opening ceremony of the new LGBTQ building.

4) Status of SBPC recommendations in reference to AMRC report - updates on progress
   a) Laura Beauvais, chair of the academic subcommittee of the AMRC, provided the update to the SBPC.
   b) The Health reorganization on campus started with an exploratory committee that submitted a report to the Provost in July, 2013. The Provost reviewed the recommendation and met with each health-related department to discuss it. A "Phase II" committee was then charged with moving forward with the recommendation. The University has also engaged external constituents regarding the reorganization. In October, a new report was released to the campus
community updating the state of the reorganization. In November, an open meeting was held to discuss the latest report. All the feedback that has been received since that meeting is now being evaluated and a new report will soon be generated that will eventually lead to all the departments voting on the reorganization.

c) Each department will be able to vote on whether to be included in the new organization. The results of the vote will decide whether the reorganization is submitted to the URI Curricular Affairs Committee (CAC). The vote does not necessarily need to be unanimously in favor of the reorganization for it to reach the CAC.

d) The university has been reviewing the University Manual to see how legislation should guide the voting process. There has been ongoing discussion on who in each department is eligible to vote. As it stands, there could be two votes: one for tenure-track faculty and one for clinical faculty.

e) A committee was formed at one point to explore a merger of the College of Continuing Education and School of Education. That committee could not produce a recommendation to the Provost. Since then, Lori Ciccomascalo has been named Dean of the College of Continuing Education and has reengaged the School of Education and the College of Continuing Education to see if synergies exist between the two entities. There have also been ongoing discussions related to the possibility of the Textiles Department joining the College of Business.

f) Chair: These are complicated issues and the thoughtfulness that goes into exploring those dictates that they move at a certain pace and that cannot be too fast or too slow.

g) Update on IT Review Steering Committee provided by Ann Morrissey

h) The committee is being chaired by Mike Motta. The committee is looking at creating an IT governance structure that would be more inclusive. There are discussions on who will be included and how it would function. The committee has interviewed three consulting groups to help with this and unanimously agreed on who should be hired. The committee is waiting on the Office of Postsecondary Education for approval. The consultant is able to start in January and it is expected that the work of the consultant will take about six weeks. The committee is also hoping to hire a second consulting group to help develop a strategic plan over a longer period of time. Sharon Bell and VP Valentino have been meeting with IT employees to map out the process over the coming months and years. IT is committed to creating efficiencies across campus and the governance of the committee will reflect that.

i) Chair: This committee is not setup to review the Department of ITS but rather information technology across URI.

j) The RFP for the consultant is far more detailed than the committee Scope of Work memo and contains specific language mandating the work of the consultants to create more cross-campus efficiencies in IT processes.

k) The strategic plan being developed with the consultants will address communication between IT’S and the rest of the campus community regarding education and training.

l) When the new Faculty Senate committee on IT is fully formed it will be important that there is coordination between that committee and the IT Steering Committee.

m) Chair: It is unclear when the current structure of ITS was organized but it is probably time to revisit it. Many have voiced concerns that IT processes are not developed with end users in mind. External opinions have agreed that there is need for change.

5) Brief Updates from Subcommittees (Provost DeHayes and VP Valentino)

a) Vice Chair: the subcommittee has made progress on both HR and operations processes. There will be a time when business process redesign and streamlining is necessary for operations and HR. A consultant may be hired to help with this work. Through conferences, numerous connections have been made with consultants that could be helpful in this undertaking. At her previous institution, the Vice Chair oversaw a centralization and redesign of Human Resources.
Crucial to the success of this process was the commitment to ensuring the end users were always the focus of the processes. There is so much dialogue involved in this type of process. Much like the IT subcommittee, the structure and governance could be reorganized as part of this process.

b) The subcommittee on long-range planning will also be looking at HR functionality. The document distributed today is the penultimate report to be produced by the subcommittee. The document addresses all three items included in the charge of the subcommittee. Capital projects have been removed from the subcommittees work because they involve very different processes.

c) Chair: Capital Projects was also removed from the AMRC. At some point, the CIP does need to be reviewed and that is not a criticism. The SBPC's annual review of the CIP has produced important changes, including the reprioritization of Gateway to URI to a higher priority.

d) Chair: In any reorganization, it is crucial to receive input from the campus community and external experts.

e) The campus community sometimes faces greater obstacles with "smaller" projects. These projects are not expensive enough to require bond funding, but still have considerable budgets. These projects are very slow to develop because of numerous obstacles. This creates internal frustration with employees and external frustration with donors.

f) Chair: There is enthusiasm amongst subcommittee members on a Fund 100 carry forward policy. The subcommittee is ready to move forward with a specific model and will see if it is realistically implementable. There is some concern with how the State of Rhode Island will react to such a policy. It is important to reward fiscally-responsible behavior amongst departments. The key to the policy is that individual units can plan ahead with a portion of the dollars carried forward and the University can also retain a portion to address university-wide initiatives.

g) VP Sonnenfeld: A pooled rate will impact all aspects of the university. It is moving forward and we are hoping to fast track it.

h) Chair: There needs to be an educational piece to the implementation of this policy. There will be enormous challenges if the community does not understand the importance of funding the pool. The Controller's Office and the Budget & Financial Planning Office need to be involved.

i) Employee action forms have gone 100% paperless. Grant portal has been implemented. Grant information is now available online. Signature Authorization forms are 100% paperless unless it is for a new account. All travel documents will be paperless effective July 1st. The documents involved in paying invoices are now fully online.

6) Reminder: Divisional new funding request process - reminder & overview - please refer to l http://web.uri.edu/sbpc/supporting-documents/

   a) The same procedure as last year will be followed this year. There have been incremental tweaks to the process and it now works well.

7) Meeting adjourned at 12:30 pm.

Minutes submitted by:
John Olerio, Office of the Provost